

## MEMORANDUM

**DATE:** March 23, 2006

**TO:** Business Manager/Treasurer/Clerk/Administrator

**FROM:** Julie Oberle, Specialist  
Public School Finance

**SUBJECT:** 2005-2006 Annual Financial Report Forms

The 2005-2006 Annual Financial Report forms and related memos are now available on our website at <http://www.sde.idaho.gov/finance/> under Forms. These forms are used to report the financial activity of your school district or charter school. Please complete and return the report to the Idaho Department of Education, Public School Finance, no later than **September 30, 2006**. If you file your report on diskette or electronically, you only need to return pages 1 and 89-95 if they have not been included as part of your electronic submission. A copy of this memo and a memo that describes how to submit your annual report electronically are included on the above website.

The Lottery Expenditure Report (Idaho Code 33-905) is also due no later than September 30, 2006. This report is also available on the above website.

Idaho Code 33-701(6) requires a copy of your local audit be submitted to our office no later than October 15. The Legislative Services Office, Audits Division, also requires a copy of your audit report. You may submit both copies to our office and we would be happy to forward the second report to Legislative Services.

If you need further information, please email me at [jaoberle@sde.idaho.gov](mailto:jaoberle@sde.idaho.gov) or call 332-6842.

cc: Lori Hendon, Legislative Services Office (Email of Memo only)